

# OWA User Guide

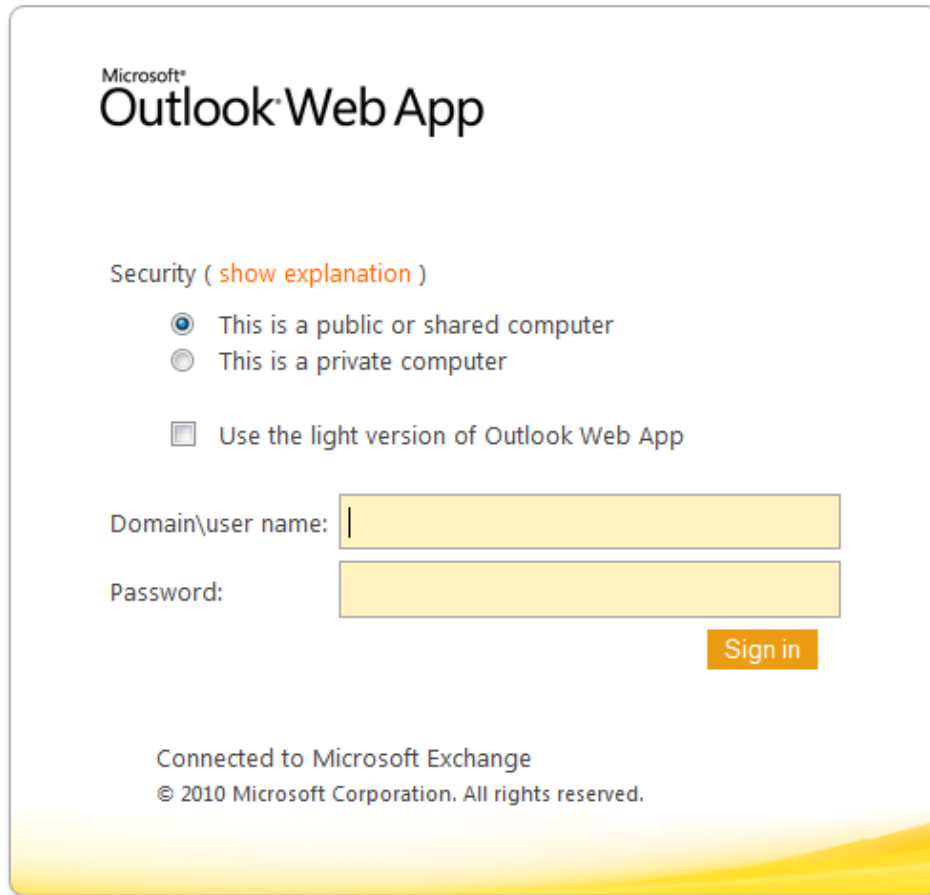
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# 1. Basic Functionality of Outlook Web Access

## How to Login to Outlook Web Access (OWA)

To access OWA, click on this link: <https://webmail.state.vt.us> or type the URL into your web browser.



The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft® Outlook® Web App". Below this, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below these is a checkbox labeled "Use the light version of Outlook Web App". The login fields are labeled "Domain\user name:" and "Password:", each followed by a text input box. A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

Enter [domain]\\[username] and password, as shown in screenshot below, then hit *Enter* or click *Sign in*.

User Name: enter your [home domain]\\[network username] i.e. vsms\\john.doe, or ahs\\jane.doe

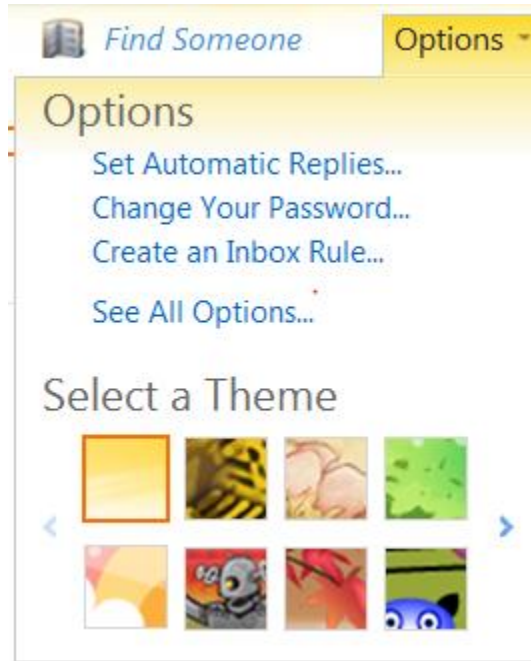
Password: enter your domain password – this is the password that you login to your workstation with.

**NOTE:** Username may differ depending on your network naming conventions.

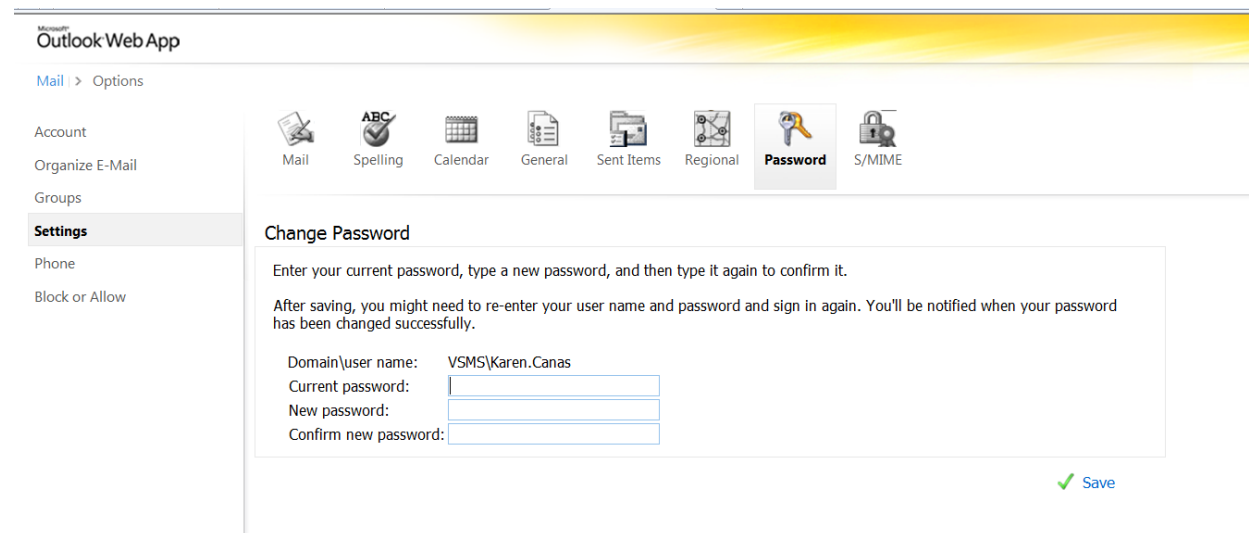
If you need further assistance, contact your helpdesk or your technical support contact.

## Change Password

Click on option top right corner – Change your password



Click on Options, then Change Password

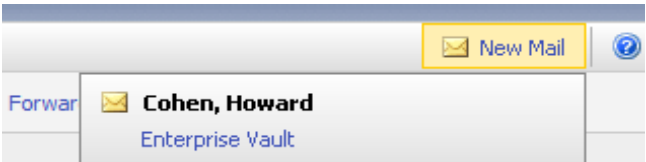


## Mail

Within the folder tree, there is enhanced drag and drop functionality from the mail list. You can drag and drop single or multiple items from the mail list into folders and interact with those items by right clicking and choosing actions within the menus. If you have items that are vaulted you can drag and drop them within your own mailbox, but you must open and forward or restore to move them to another mailbox.

Integrated Notifications

Notifications of new mail drop down from the folder title next to the Help icon (instead of a pop-up on the Window’s Taskbar). They remain for 5 seconds before disappearing.



Mail Module



Toolbar

From the mail module toolbar, a user can:

Change the mail list to single-line view instead of the default multiple-line view.



Adjust the “Reading Pane” that’s shown on the right by default. Options include Off, Right and Bottom.



Delete Items

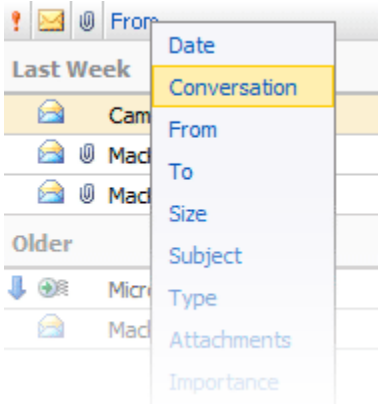


Move or Copy to a folder



Arrange messages

Right-click on the **From, Subject, Received, Size...** toolbar to view more Types of sort include **Conversation** (shows threads of specific message **Attachments, Importance, Flag Due Date, and Flag Start Date.**



sorting options. topics), **Type,**

**NOTE:** When in multiple line view, the toolbar only displays “**Arrange by**”, but still allows for custom sorting by right or regular clicking anywhere on the toolbar.

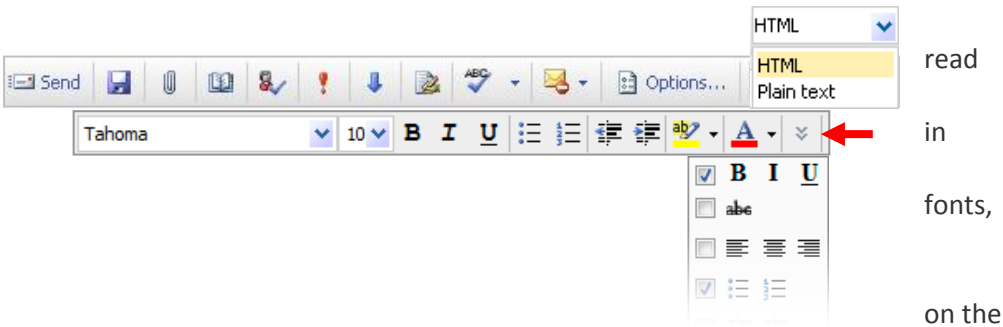
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Composing Mail

**NOTE:** These features are also available to you when scheduling a meeting invitation in Calendar mode.

From within the **New Mail Toolbar** you can:

- Access messaging options to set importance, priority, and request receipts.
- Choose to format your message **HTML** or **Plain Text**.
- Use the HTML editor to change and color or add a hyperlink to a document.
- Click on the double-headed arrow font toolbar for more formatting options.

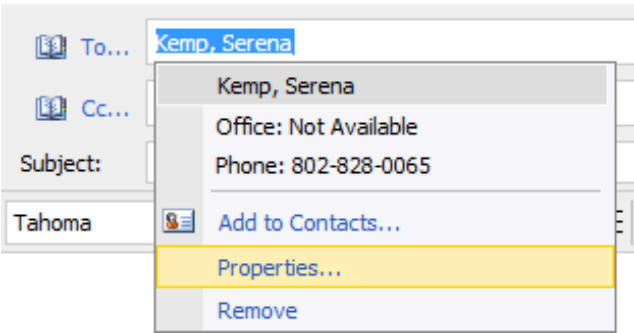
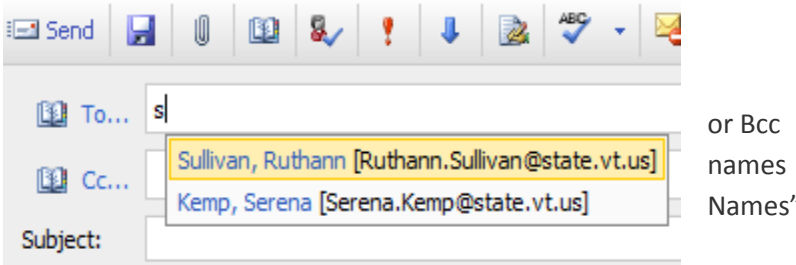


Full featured Address Book

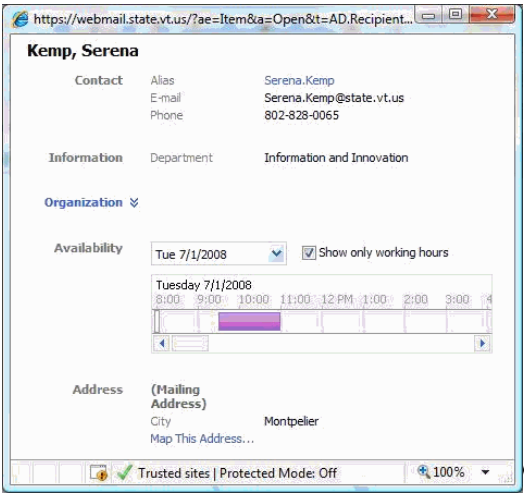
This displays the **Global Address List**, **Contacts**, and **Rooms** (Resources), and is browseable and fully searchable.

Auto-complete mail names

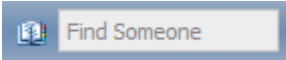
When you type the first letter of a mail name in the To, CC boxes, Auto-complete suggests possible matches based on you have typed previously. Or you can use the “Check icon.



**Personal Properties** – Right-click on a resolved name to view their properties, e.g. office location and phone number, where available.

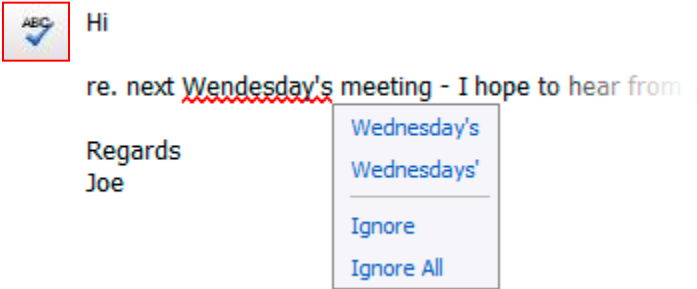


**Access or search the Address Book** – at any time from the main OWA toolbar (see icon opposite); when composing mail, from the message window toolbar, or by clicking on the **To** or **Cc** button.



**Display details** – Click on an entry in the address book to display details for that person in the Reading Pane opposite. Details displayed include Calendar availability.

**Spell check** – Click on spell check after composing your mail to highlight misspelled words – simply right-click on a highlighted word to view alternative options.



**Microsoft Meeting**

Kemp, Serena

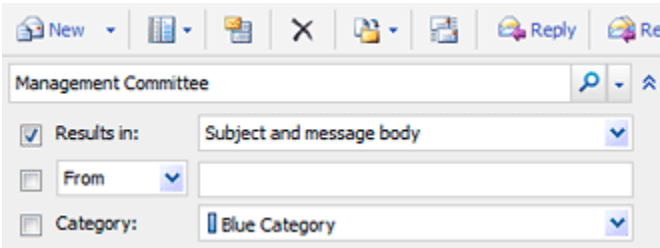
Please respond.

Reading Pane

**Required:** Boudreault, Rhonda  
**When:** Thursday, June 26, 2008 10:30 AM-12:00 F

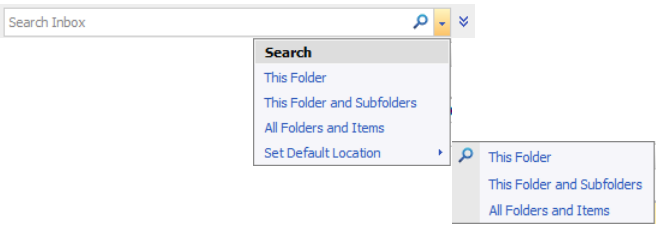
Buttons for responding to Calendar items (i.e. Accept, Tentative, and Decline) are now integrated into the Reading Pane of messages, so you don't need to double-click on an invite in order to respond.

**Search**



search bar.

Find items in our mailbox quickly and simply via the integrated Click on the double-headed arrow to perform an advanced search.



In the Mail module, **Search** is shown as one field above the mail list that will search across the currently selected folder or user-selected location provided by a drop-down menu.

**NOTE:** The integrated search is also available in **Contacts** and **Tasks** views.

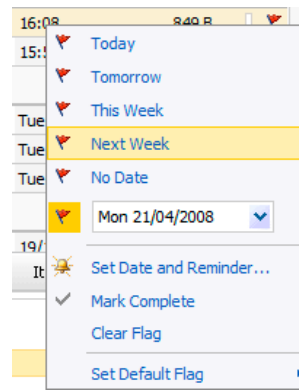
**Attachments - Web Ready Document Viewing**

Read Word, Excel, PowerPoint, or Acrobat attachments as web pages (HTML) – no need to have MS Office or Acrobat Reader installed on our computer. Click on the **[Open as Web Page]** link to quickly view the document in a web viewer. It is, of course still possible to Open or View an attachment in the usual way.

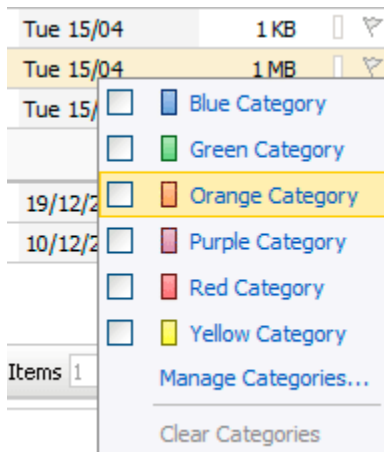
## Message Flagging

Flags can now be associated with start dates for Tasks.

Right-click on a flag to view options.



## Labeling (Categories)

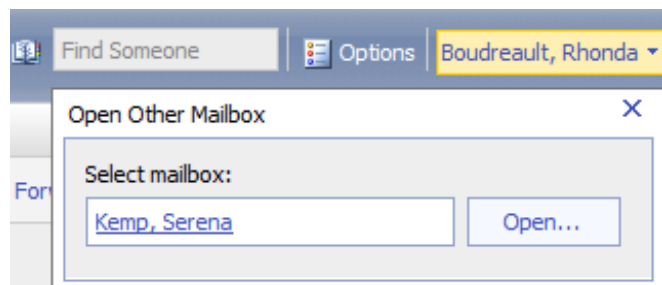


Click on the Categories icon (next to the flag) to color code messages, in addition to or instead of flagging.

**NOTE:** You can also categorize **Calendar** items, **Contacts** and **Tasks**.

## Delegate Mailbox access

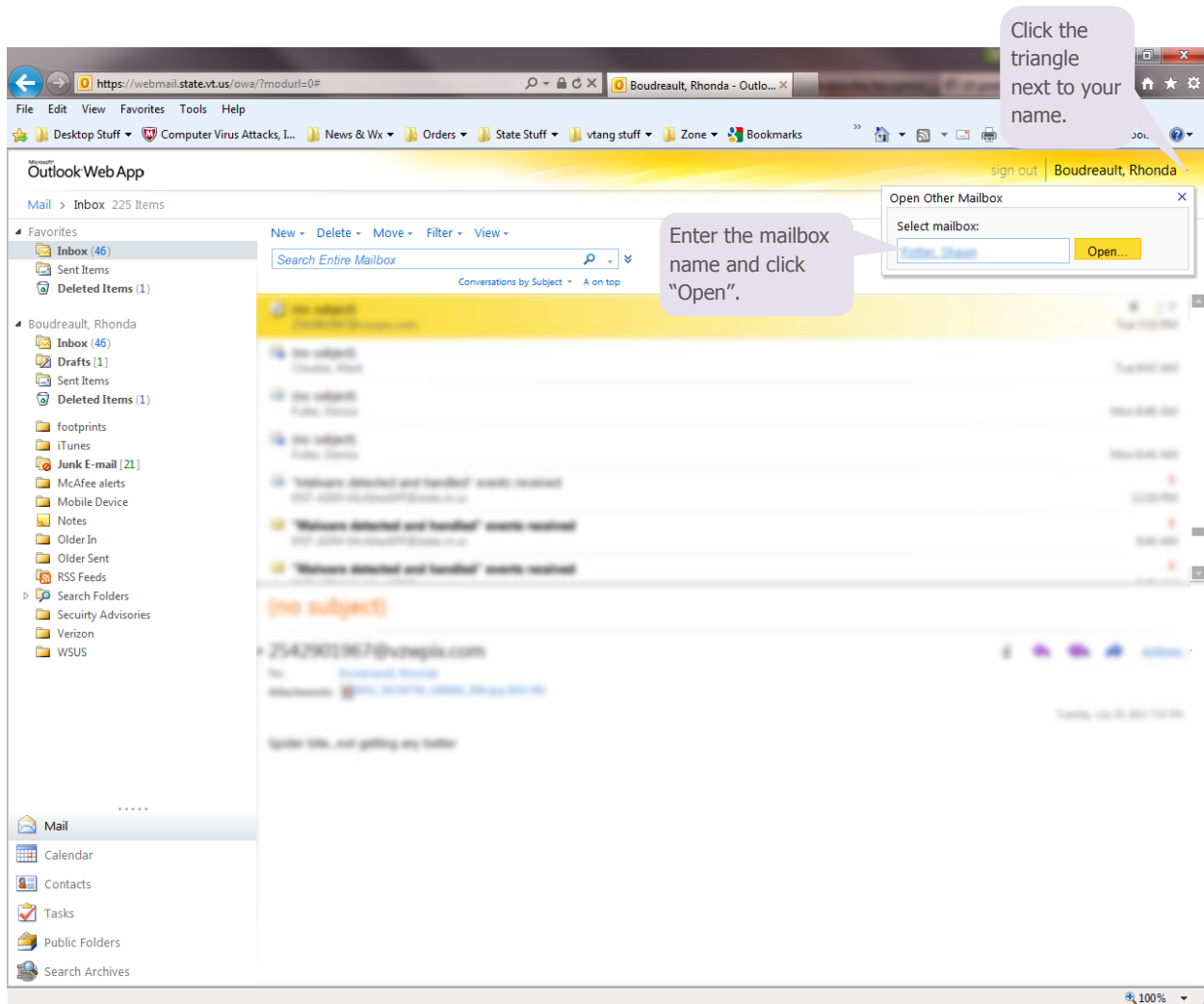
To open a shared mailbox, first click on your mailbox name on the top right of the OWA window then enter the name of the mailbox that has been shared with you in the **Open Other Mailbox** prompt. Click **Open...** The mailbox that has been shared with you will open in a new window.



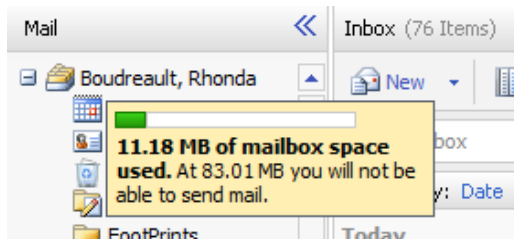
**NOTE:** You must be granted **Full Access** by another user in order to open their mailbox in OWA. This feature is therefore only of use to those who have Delegate access to another account, e.g. Pas.

## Opening another user's mailbox

With Exchange 2010, you can select a mailbox to open from the GAL, and it "nests" into the left pane along with your default mailbox. OWA also remembers which mailboxes you opened and displays them when you log on the next time.



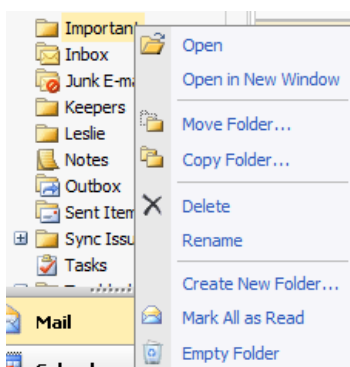
## View mailbox size instantly



Hover mouse over your mailbox name to display the maximum allowed mailbox size and current usage.

## The right-click folder

- Move Folder
- Copy Folder
- New folder
- “Mark All as
- “Empty



tree context menu now includes:

creation and in-place folder renaming  
“Mark All as Read” action for folders  
“Empty Folder” to delete all items in one click

**NOTE:** A new Option to empty the **Deleted Items Folder** on log off is also provided in the new **Options** pages.

## Access to mailbox archives (Enterprise Vault)

OWA 2010 allows users to access archived mailboxes from within the OWA interface so that you can get access to the archived messages no matter where you are.

The screenshot displays the Outlook Web App interface with the Enterprise Vault search overlay. The interface includes a browser window at the top showing the URL <https://webmail.state.vt.us/owa/?modurl=0#>. The main content area shows the 'Outlook Web App' header with a 'sign out' link and the user name 'Boudreault, Rhonda'. Below the header, there's a 'Mail > Public Folders 0 Items' section. The Enterprise Vault search overlay is prominently displayed, featuring a 'Basic search' section with a 'Look for:' field and 'Find Now' and 'Help' buttons. To the right, the 'Enterprise Vault - Advanced Search' dialog is open, showing search criteria for 'In Vault: Boudreault, Rhonda' and 'In folder:'. The dialog includes fields for 'Subject contains:', 'Message body contains:', 'Addressing' (Messages from/to), 'Age' (Date: created, more than, months ago), 'Size' (Size: bigger than, KB), and 'Attachment' (File name extension). At the bottom of the dialog are 'Find Now', 'Cancel', 'Clear', and 'Help' buttons. A callout bubble points to the 'Search Archives' link in the left sidebar, stating 'Click on "Search Archives"'. Another callout bubble points to the 'Basic search' section, stating 'Basic search'. A third callout bubble points to the 'Advanced find...' link, stating 'Advanced find...'.

## Calendar

The Calendar has been completely redesigned with lots of added functionality and visuals:

- New calendar views for daily, weekly, and work week including a new Reading Pane preview available for all views so you don't have to double click to open an appointment to see the full details.
- Enhanced Date Picker with current date selection and view settings reflected for daily, weekly, and work week.
- "Smart" scheduling with integrated free/busy status indicators for each meeting invitee and meeting time.

The screenshot shows the Outlook Web App calendar interface in a weekly view. The URL bar at the top displays <https://webmail.state.vt.us/?ae=Item&a=New&it=IPM.Appointment&st=2008-06-29T00:00:00&tm=1&fid=L...>. The interface includes a 'Send' button, a 'Scheduling Assistant' section, and a 'Select Attendees' list with 'Boudreault, Rhonda' and 'Kemp, Serena'. The main calendar grid shows a weekly view for June 2008, with a 'Suggested Times' section on the right. The 'Suggested Times' section lists available time slots: 2:30 PM (2 of 2 free), 3:00 PM (2 of 2 free), 3:30 PM (2 of 2 free), and 4:00 PM (2 of 2 free). The duration is set to 1 hour. The interface also includes a 'Select Rooms' section and a 'Busy' status indicator.

## How to view another user's calendar in OWA

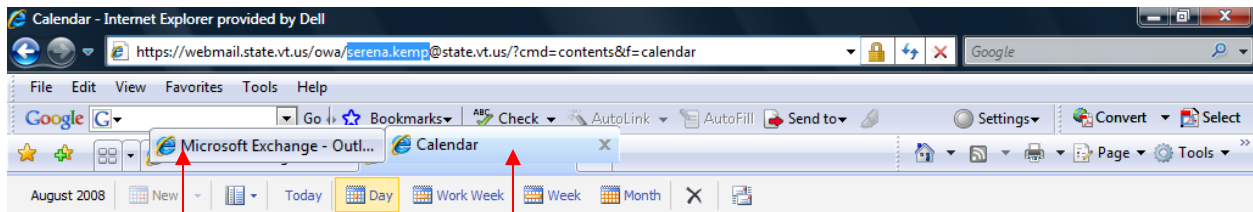
NOTE: In order to see the information of a user, this user must have given you the permission to share their information with you. You will not be able to make changes to the other user's information in Outlook Web Access, even if you have been granted rights to make changes. Other user's folders are opened in Outlook Web Access as "read-only" by default.

Once you are logged into OWA, open a new tab and type the following link into the address bar, changing **user.name** to the user whose calendar you wish to



<https://webmail.state.vt.us/owa/user.name@state.vt.us/?cmd=contents&f=calendar>

Tabs are only available if your Internet Explorer has been upgraded to version 7. To find out which version of IE you are running, from the internet toolbar, go to **Help** and choose **About Internet Explorer**. A dialog box will pop up with the version you are running. If you are running an older version of IE, follow the same directions above omitting the "open a new tab" step. Use your browser's back button to go back to your OWA mailbox.

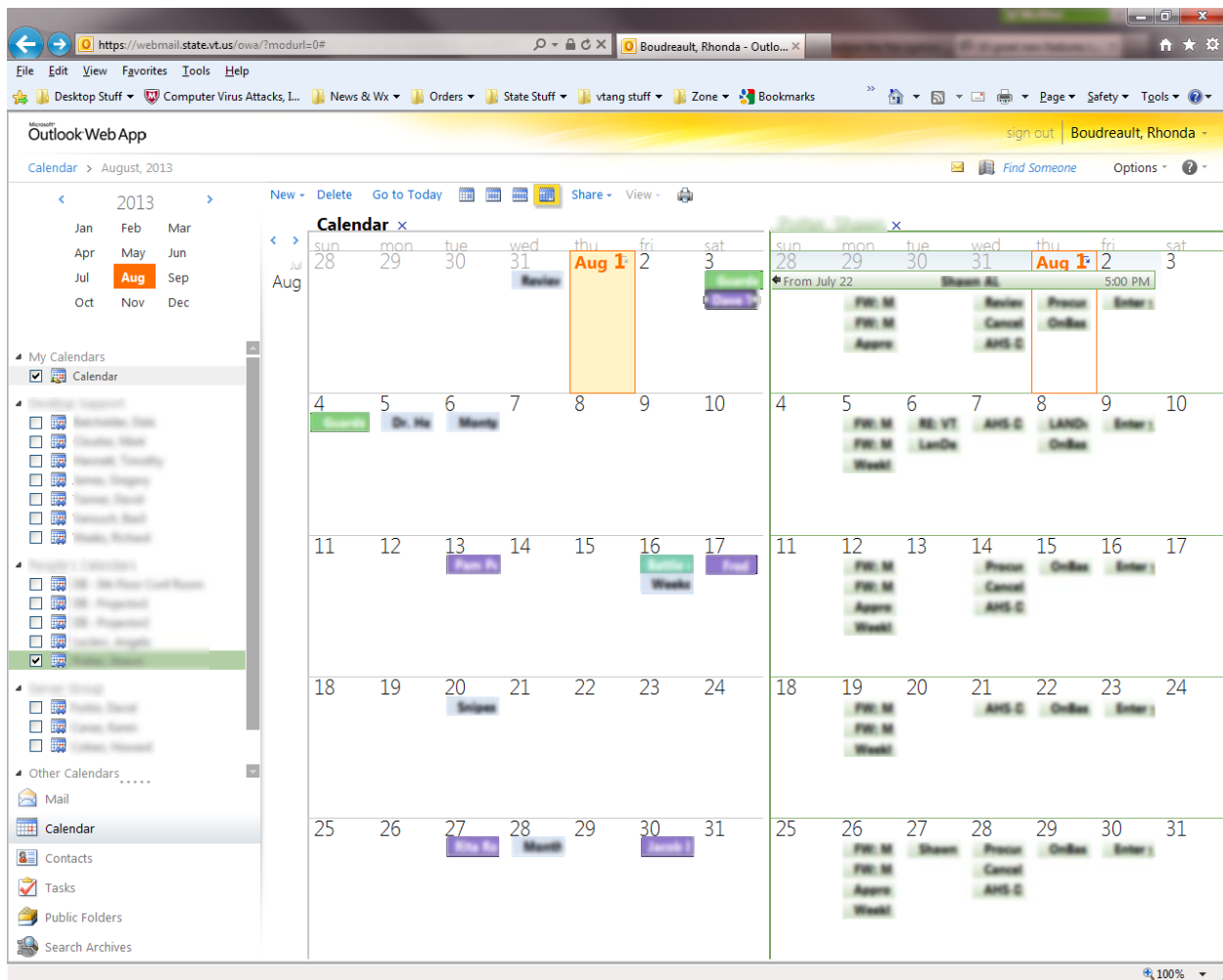


This tab is your  
OWA mailbox

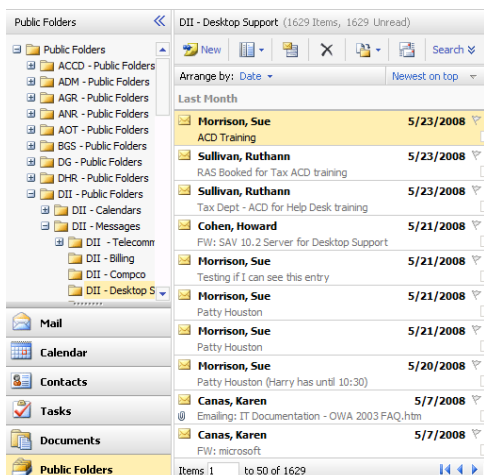
This tab is the other  
user's calendar

## Side-by-side calendars

Another feature is the ability to open up a shared calendar and view it side by side with your own calendar. This is invaluable if you need to make plans that include coordinating your schedule with someone else's. You can share your calendar with other users of your Exchange 2010 server.



## Public Folders



Public folders have been added to the OWA folder tree and can be accessed normally. Users can add, copy, move, delete and search just like an OWA folder.

**NOTE:** Public folders are not available in OWA Light.

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## 2. New Features in OWA 2010

### Conversation view

OWA 2010 provides the same conversation view and experience as Outlook 2010: By default, messages are displayed in threads so that all the messages on a particular topic are grouped. No more searching for a previous message to check what the response is referring to. When a new message in a thread comes in, the whole thread gets moved chronologically to the date/time of the new message. Conversation view has its benefits and drawbacks, but if you don't like it, you can turn it off. Just right-click Arrange By, scroll down to Conversations, and deselect Show Messages In Conversations.

The screenshot displays the Outlook Web App (OWA) 2010 interface. The 'View' menu is open, showing options for 'Group by Conversations' and 'Use Conversations'. A callout box explains that the 'Use Conversations' option groups messages with the same subject into one item and helps keep track of everyone's replies. Another callout box points to the 'Use Conversations' option, stating 'Click "Use Conversations" to organize by conversation.' A third callout box points to the 'See more Conversation options...' link, stating 'Click again to turn off conversations view.' A fourth callout box points to the 'See more Conversation options...' link, stating 'Click on "See more Conversation options" to view more options.'

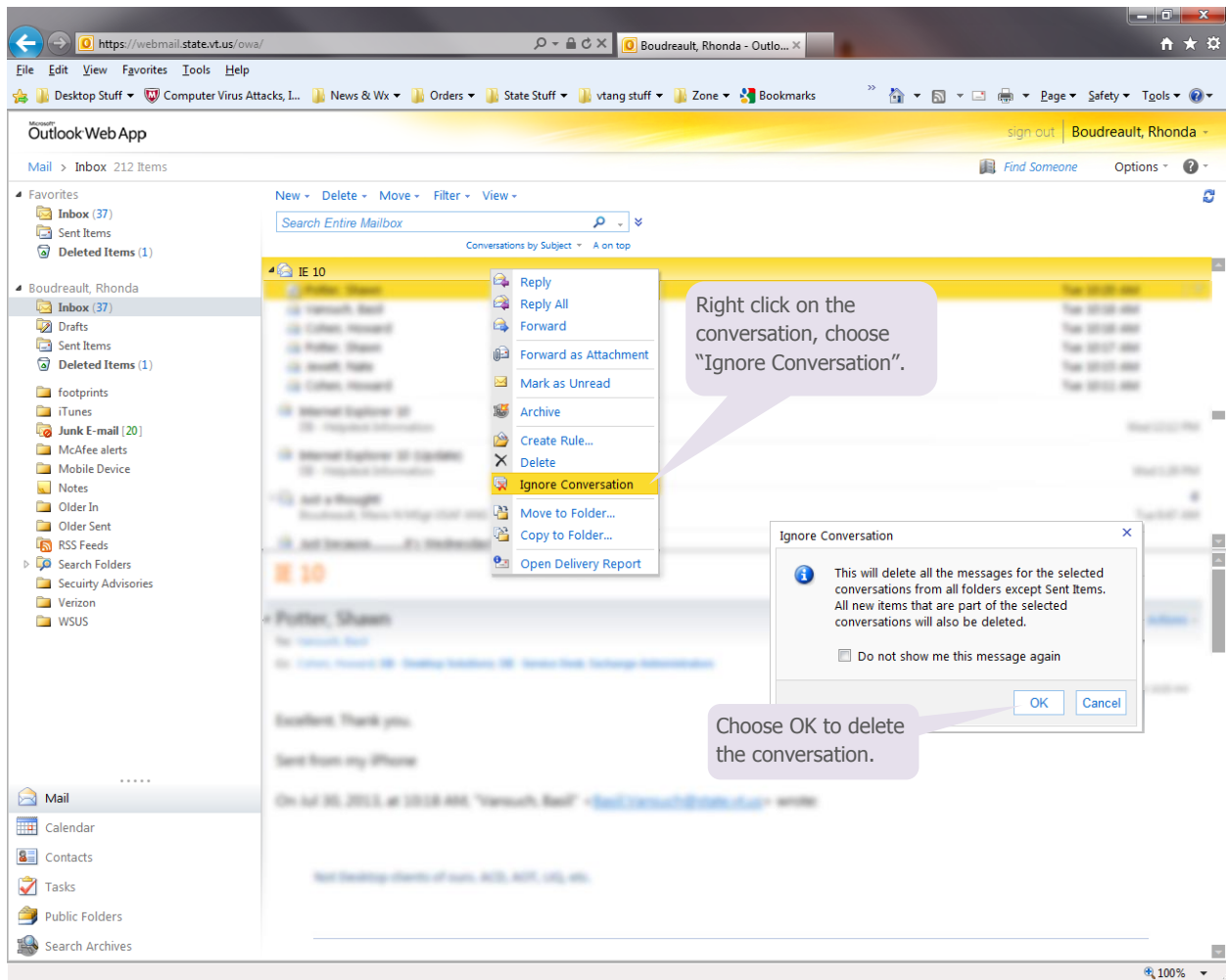
The interface also shows the 'Conversations' settings panel, which allows users to sort messages in the conversation Reading Pane and choose how to sort the messages in List View in an expanded conversation. The 'Conversations' section includes options for 'Sort messages in the conversation Reading Pane in this order:' (Newest message on top, Newest message on bottom) and 'Choose how to sort the messages in List View in an expanded conversation:' (Match the sort order of the Reading Pane, Show the conversation tree). There is also a checkbox for 'Hide deleted items'.

Other callouts include: 'This icon indicates a conversation.' pointing to a triangle icon in the message list; 'Expand the triangle icon to view conversation items.' pointing to the same icon; and 'Click "See more Conversation options" to view more options.' pointing to the 'See more Conversation options...' link.

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## Ignore option

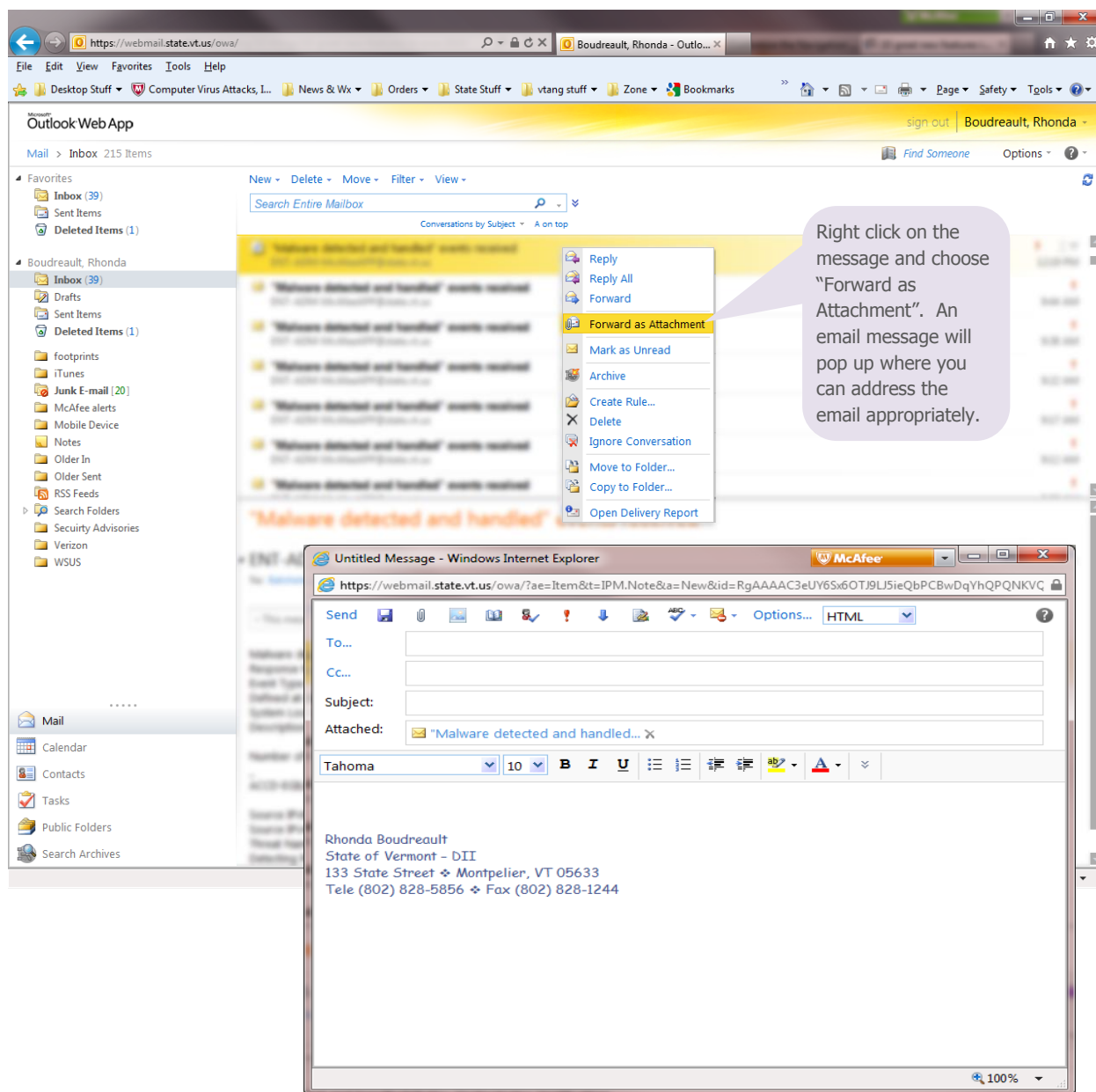
If you belong to mailing lists, you'll appreciate this new feature in Outlook 2010, which you also get with OWA 2010. Sometimes, the group will engage in discussions that don't interest you at all. Now you don't even have to see them. Just select Ignore Conversation from the action menu and any further messages in that conversation will be automatically deleted. This can be a real time-saver.



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## Forward as an attachment

It's a little thing, but sometimes it's the little things that matter most. With OWA 2010, you can forward an email message as an attachment. This can come in handy if you need to forward a message to someone but don't necessarily want the person to open it immediately. You can create an original message where you can tell the person about the attachment -- or example, you might forward a message that possibly contains a virus to someone who provides technical support for you.



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## Delivery report

Another new option on the action menu is Open Delivery Report. If you've ever sent an important email and then agonized over whether it got to the recipient, this feature will be one of your favorites. You can search for messages you've sent to a specified recipient, messages you've received from a specified recipient, or messages with specific words in the subject line. The delivery report will show you on what date and at what time the message was submitted and when it was successfully delivered.

The screenshot shows the Outlook Web App interface. On the left, the navigation pane lists folders like 'Inbox (39)', 'Drafts', 'Sent Items', and 'Deleted Items (1)'. The main pane shows a list of emails, with one selected: 'Malware detected and handled!'. A context menu is open over this email, showing options like 'Reply', 'Reply All', 'Forward', 'Forward as Attachment', 'Mark as Unread', 'Archive', 'Create Rule...', 'Delete', 'Ignore Conversation', 'Move to Folder...', 'Copy to Folder...', and 'Open Delivery Report'. A callout box points to the 'Open Delivery Report' option, stating: 'Right click on the message and choose "Open Delivery Report". A "Delivery Report" will pop up with the results.'

The 'Delivery Report' window is displayed in the foreground. It shows the following information:

- FW: Hello**
- From:** Boudreault, Rhonda
- To:** Vansuch, Basil
- Sent:** 8/1/2013 10:16 AM

Below this information is a link: [E-Mail This Report](#). The report content is as follows:

Delivery Report for Vansuch, Basil (Basil.Vansuch@state.vt.us)

**Submitted**  
8/1/2013 10:16 AM  
The message was submitted.

**Delivered**  
8/1/2013 10:16 AM  
The message was successfully delivered.

A 'Close' button is located at the bottom right of the report window.

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## Same premium experience without IE

OWA 2010 supports the complete, premium experience on Mac OS X with Safari as well as with Firefox.

## OWA is compatible with:



Firefox



Safari



Internet Explorer



Opera



Netscape

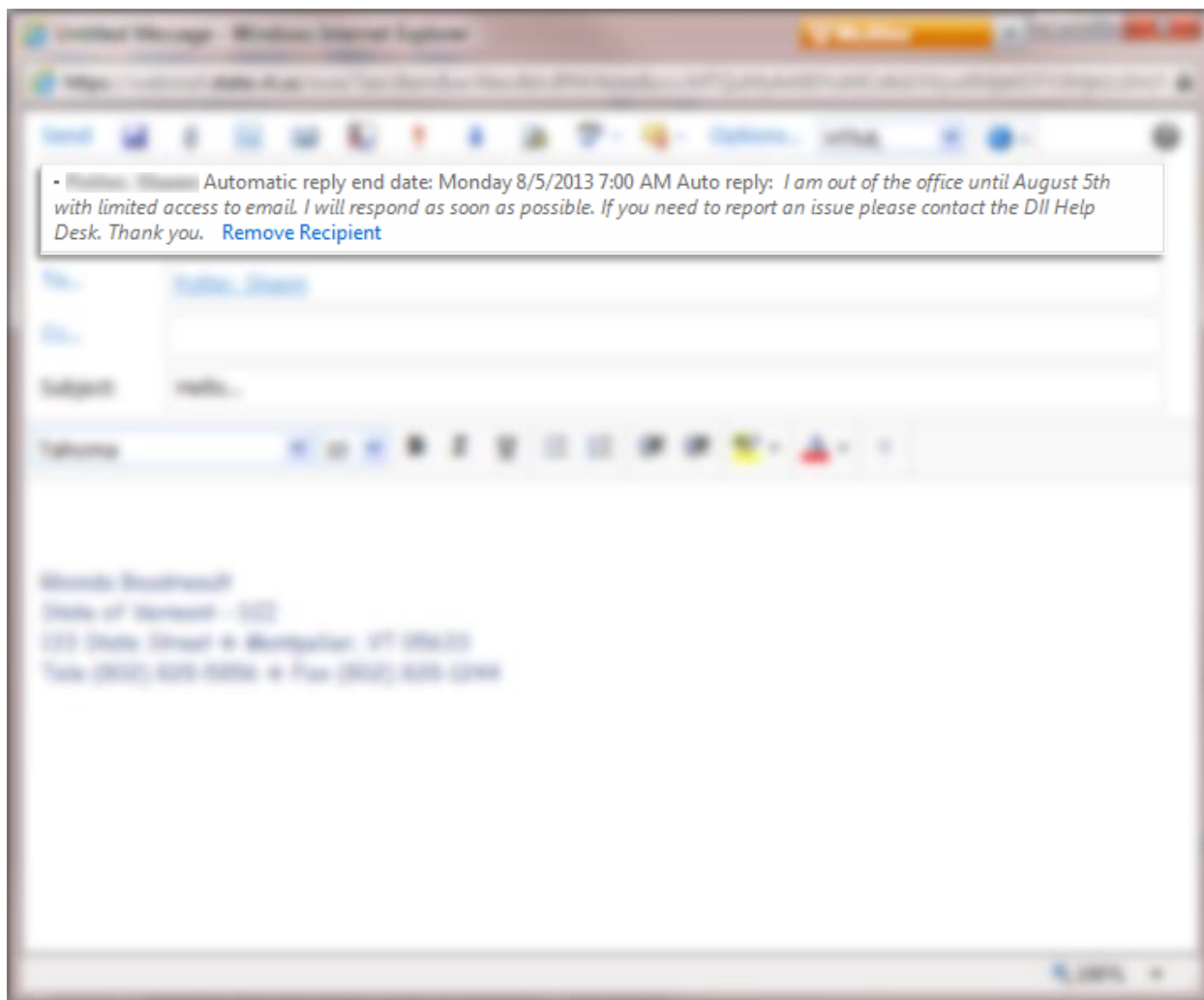
7.0

6.0

5.5

## Integrated IM/presence information

OWA 2010 integrates directly with Microsoft Office Communicator 2007 R2, allowing you to see the presence status (available, busy, away, etc.) of other users within your organization and even engage in a chat with them. You can also engage in multiple chat sessions with different people at the same time.

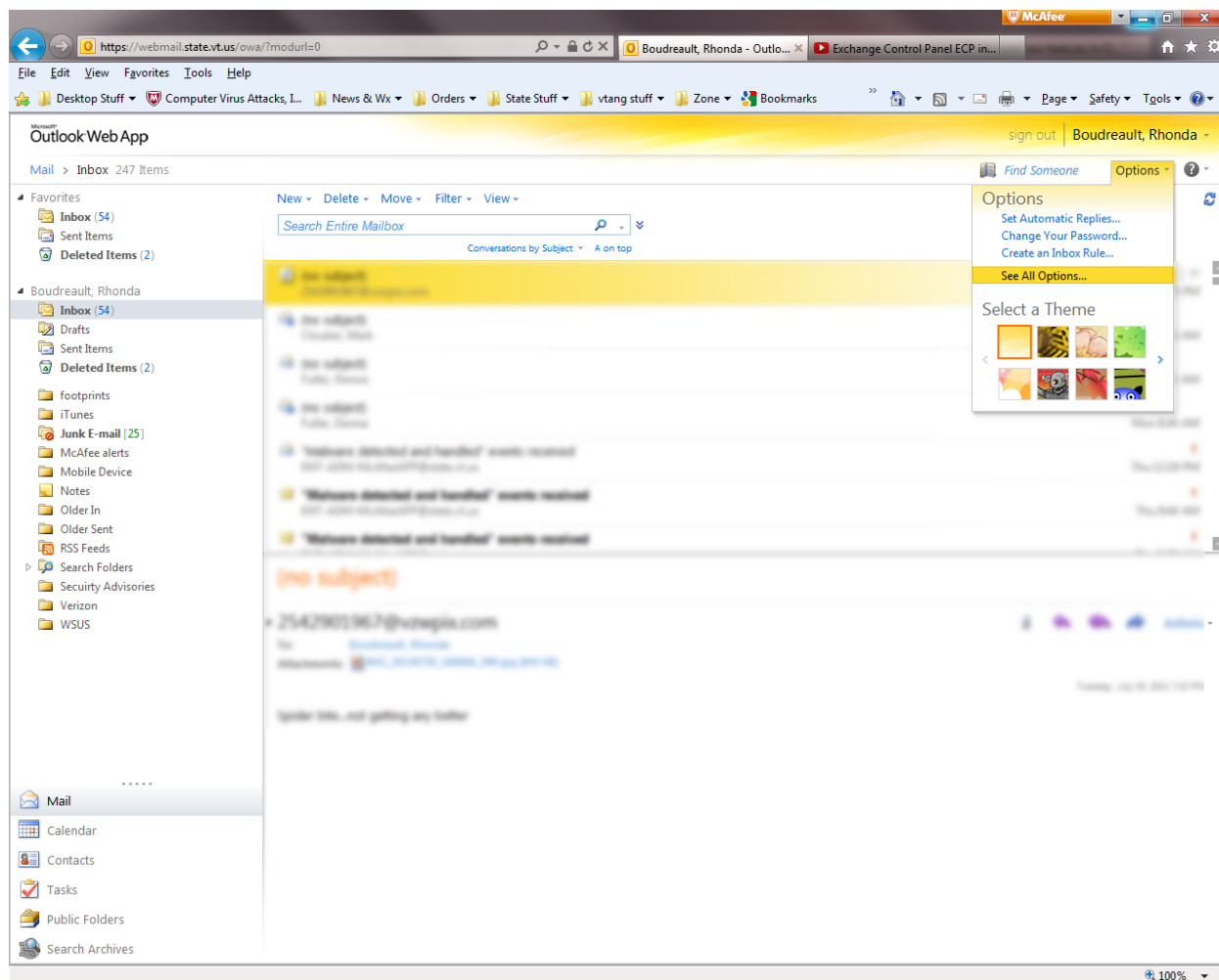


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## Exchange Control Panel (ECP)

Users can do more with the ECP, such as creating and managing distribution groups, tracking their own messages, setting up retention policies for their messages, and updating the property fields information in their Active Directory user accounts.

### [The Exchange Control Panel \(ECP\) in Exchange 2010](#)




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General Account Information

Account Information

Account

**My Account**

Account Information - Boudreault, Rhonda

General


Display name: Boudreault, Rhonda  
E-mail address: Rhonda.Boudreault@state.vt.us


Contact Numbers


Work phone: (802) 828-6620  
Mobile phone:


Edit

Shortcuts to other things you can do

 Tell people you're on vacation

 Learn how to get Direct Push e-mail on your mobile phone


 Connect Outlook to this account

 Change your password

Organize E-Mail

Inbox Rules

Organize E-Mail

**Inbox Rules**

Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

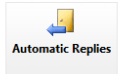
New... Details X

On Rule

There are no items to show in this view.

Automatic Replies (Out of Office)

Organize E-Mail

**Automatic Replies**

Automatic Replies

☒ Don't send automatic replies

☐ Send automatic replies

☐ Send replies only during this time period:

Start time: Fri 8/2/2013 9:00 AM  
End time: Sat 8/3/2013 9:00 AM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U

I will be out of the office until Monday, July 22nd. If you are having computer issues, please call the IT Service Desk at (802) 828-6620 or submit a FootPrints ticket at <https://ent-footprints.state.vt.us>.

☒ Send automatic reply messages to senders outside my organization

☐ Send replies only to senders in my Contacts list

☒ Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Tahoma 10 B I U

I will be out of the office until Monday, July 22nd. If you are having computer issues, please call the IT Service Desk at (802) 828-6620 or submit a FootPrints ticket at <https://ent-footprints.state.vt.us>.

Save

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Delivery Reports

Organize E-Mail



Delivery Reports

Use Delivery Reports to search for delivery information about messages that you've sent or received. You can narrow the search to messages with certain keywords in the subject.

Search for messages I've sent to:  
 [Select users...](#)

Search for messages that were sent to me from:  
 [Select a user...](#)

Search for these words in the subject line:

Search for messages I've sent to

Select this option to find messages you sent. To find messages sent to anyone, leave this box blank.

[Learn More](#)

[Search](#) [Clear](#)

Search Results

[Details](#) [Refresh](#)

From	To	Subject	Sent Time
------	----	---------	-----------

There are no items to show in this view.

Groups

Public Groups

Groups



A public group is a collection of two or more people in an organization's shared address book. You can create groups, which will appear in the address book for others to use. Group owners can restrict membership. You can also join or leave an existing group.

Public Groups I Belong To

[Join...](#) [Leave](#) [Details](#) [Refresh](#)

[Display Name](#) [E-Mail Address](#)

There are no items to show in this view.

Public Groups I Own

[Details](#) [Refresh](#)

[Display Name](#) [E-Mail Address](#)

There are no items to show in this view.

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Settings

Mail – E-Mail Signature, Message Format, Message Options, Read Receipt, Reading Pane, Conversations

Mail

Settings

E-Mail Signature

Tahoma10B I U

Rhonda Boudreault  
State of Vermont – DII  
100 State Street • Montpelier, VT 05602  
Tel: (802) 255-5555 • Fax: (802) 255-5555

☒ Automatically include my signature on messages I send

Message Format

☐ Always show Bcc  
☐ Always show From

Compose messages in this format: HTML

Choose message font:  
Tahoma10B I U

Sample Text

Message Options

After moving or deleting an item: open the next item

☒ Play a sound when new items arrive  
☒ Display a notification when new e-mail items arrive  
☒ Display a notification when new voice mail items arrive  
☒ Display a notification when new fax items arrive  
☐ Empty the Deleted Items folder when I sign out

Read Receipts

Choose how to respond to requests for read receipts.  
☒ Ask me before sending a response  
☐ Always send a response  
☐ Never send a response

Reading Pane

Choose when items should be marked as Read.  
☒ Mark the item displayed in the Reading Pane as Read  
Wait 5 seconds before marking the item as Read  
☐ Mark the item as Read when the selection changes  
☐ Don't automatically mark items as Read

Conversations

Sort messages in the conversation Reading Pane in this order:  
☒ Newest message on top  
☐ Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.  
☒ Match the sort order of the Reading Pane  
☐ Show the conversation tree

☐ Hide deleted items

Save

Spelling Options

Spelling

Settings

Spelling Options

Choose your spelling options.  
☒ Ignore words in UPPERCASE  
☒ Ignore words with numbers  
☒ Always check spelling before sending

Use this dictionary to check spelling:  
English (United States)

Note: If you want to check spelling for a message in a different language, use the Spelling menu in the message compose form.

Save

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Calendar – Appearance, Text Messaging Notifications, Reminders, Automatic Processing

Calendar

Settings

Appearance

Choose how your calendar should look.

Show work week as:  
☒ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat

Set your working hours:  
Start time: 7:00 AM  
End time: 3:30 PM  
Note: Current time zone is (UTC-05:00) Eastern Time (US & Canada)

☐ Show week numbers in Month view

First day of week: Sunday

Show hours in:  
☐ 15-minute increments  
☒ 30-minute increments

Text Messaging Notifications

Text messaging notifications are not set up for you yet.  
Set Up Notifications...

Send my phone:  
☐ Notifications when my calendar is updated in the next 1 days  
☐ Send only during working hours  
☐ Notifications for meeting reminders  
☐ Send only during working hours  
☐ Daily Calendar agendas  
Send at: 8:00 AM

Reminders

Set your reminders.

☒ Show reminder alerts  
☒ Play a sound when a reminder is due  
Default reminder: 15 Minutes

Automatic Processing

Automatic calendar processing is currently turned off.  
Turn On Automatic Processing

Control how meeting requests, responses, and notifications are handled.

☒ Automatically place new meeting requests on my calendar, marked Tentative  
☒ Delete meeting requests and responses that have been updated  
☐ Automatically process requests and responses from external senders  
☒ Delete notifications about forwarded meetings

Save

General – E-Mail Name Resolution, Accessibility

General

Settings

E-Mail Name Resolution

When resolving names, check first in:  
☒ Global address list  
☐ Contacts

Accessibility

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize your viewing experience in the future. To update this setting, save your changes and sign out.  
☐ Use the blind and low vision experience

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Sent Items Options

Settings

Sent Items

Sent Items Options

You can choose whether messages sent by someone else on your behalf appear in your Sent Items folder.

When a person sends a message as someone else, recipients don't see who actually sent it. For example, if Tony sends a message as Kweku, the message appears to come directly from Kweku. When a person sends a message on behalf of someone else, it's clear who sent the message. For example, if Tony sends a message on behalf of Kweku, the message header says "From Tony on behalf of Kweku".

Messages sent as this mailbox will appear in the Sent Items folder of the:

Sender mailbox

Messages sent on behalf of this mailbox will appear in the Sent Items folder of the:

Sender mailbox

Note: These options apply to delegates and people who have permission to send as or on behalf of this mailbox.

Save

Regional Settings – Language, Date Format, Current time zone

Settings

Regional

Regional Settings

Choose your language, the date and time formats to use, and your time zone.

Language:  
English (United States)

☐ Rename default folders so their names match the specified language

The language you choose will determine the date and time formats below.

Date format: (For example, September 1, 2010 is displayed as follows)  
9/1/2010

Time format:  
1:01 AM - 11:59 PM

Current time zone:  
(UTC-05:00) Eastern Time (US & Canada)

Save

Change Password

Settings

Password

Change Password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: VSMS\Rhonda.Boudreault

Current password:

New password:

Confirm new password:

Save

E-Mail Security

Settings

S/MIME

E-Mail Security

S/MIME lets you encrypt and digitally sign e-mail messages you send, view encrypted content in messages you receive, and verify senders' digital signatures.

This computer doesn't have the S/MIME control installed. You can download it by clicking the link below and then clicking Run in the Internet Explorer dialog box that appears.

[Download the S/MIME control](#)

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Phone

Mobile Phones

Mobile Phones

Phone

Mobile Phones

Use Mobile Phones to remove a phone from the list below, access your device recovery password, initiate a remote device wipe or block your phone if you lose it. To add a new phone to the list below, [configure the phone to synchronize with Microsoft Exchange](#).

Details

Show Recovery Password

Device	Phone Number	Last Sync Time	Status
There are no items to show in this view.			

Text Messaging (SMS)

Text Messaging

Phone

Text Messaging (SMS)

Text Messaging lets you send text message notifications to your mobile phone.

Status: Off

Turn On Notifications...

When text messaging notifications are turned on, you can set up:

Calendar notifications...

E-mail notifications using an Inbox rule...

Block or Allow

Junk E-Mail Settings

Block or Allow

Block or Allow

Junk E-Mail Settings

☒ Don't move e-mail to my Junk E-Mail folder

☐ Automatically filter junk e-mail

Safe Senders and Recipients

Don't move e-mail from these senders or domains to my Junk E-Mail folder.

EditRemove

Enter a sender or domain here

25428012867@comcast.com

de-frost@state.vt.us

emered@comcast.com

ext-admin-mcafee@state.vt.us

jennifer.boudreau@vt.gov

ronald@alabamastateuniversity.com

☒ Trust e-mail from my contacts

Blocked Senders

Move e-mail from these senders or domains to my Junk E-Mail folder.

EditRemove

Enter a sender or domain here

seccofella-mca.org@mail22.att.net

ash@comcast.com

ash@sub.dreamhost.com

ash@the.yourcardiacmembership.com

aherry@overhellenmail.com

ah@alabamastateuniversity.com

☐ Don't trust e-mail unless it comes from someone in my Safe Senders and Recipients list or local senders

Save

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